IC 78-2378
17 JUL 1978

MEMORANDUM FOR: Director of Central Intelligence

25X1   FROM: [   ]
                          Deputy to the DCI for Resource Management

SUBJECT: National Index of Intelligence Products
                  for Intelligence Consumers

1. <u>Action Requested</u>: That you consider the need for a National
Index of Intelligence Products, designed to improve service to intelligence
consumers.

2. <u>Background</u>:

a. In a recent series of interviews with intelligence consumers
in the Washington area, Office of Management and Budget (OMB) examiners
ascertained that many users find it difficult to keep abreast of the
Community's product. The OMB report found that the Community needs to
do a better job of letting our consumers know what is available to them,
alerting them to recent policy-relevant intelligence products, and
facilitating more direct producer-user contact. The report recommended
that the Community begin to compile a monthly index of all intelligence
products of the previous month and scheduled products of the next month,
patterned after the Defense Intelligence Agency's <u>Monthly Intelligence
Production</u>, which goes to DoD consumers. My staff thought the OMB
recommendation was sound and promised to explore the concept of such an
index.

b. The views of the Community regarding the content, format, and
mechanics of a National Index of Intelligence Products were solicited
(Tab A). The responses from the agencies (Tab B and summarized at
Tab C), are mixed. NFAC's response strongly opposes the concept, but
insists that the CIA AEGIS finished intelligence data system be the
basis for compiling the index. NSA, while acknowledging that such an
index would be a service to consumers, also opposes the concept for
security reasons and does not wish its products to be included. The
other responses from Defense intelligence elements indorse the concept
and suggest ways that such an index can be put out. State/INR did not
respond.

SUBJECT: National Index of Intelligence Products for Intelligence
          Consumers

        c.   In light of the recent addition of Commerce to the NFIB and
your desire to improve the accessibility of the intelligence product,
perhaps an intelligence product index (with appropriate security controls)
should be started, particularly to serve elements of the Executive
Branch that do not have an intelligence staff.

        d.   If you should decide that a National Index of Intelligence
Products is desirable, we must consider our tactics very carefully,
since we have had such a mixed response from NFIB members. One approach
would be to discuss at NFIB how such an Index should be developed by
adapting existing mechanisms such as the AEGIS data base. If you decide
in favor of such an index, my staff could prepare a talking paper for
your use at NFIB.

        3.   Recommendation: I recommend that you consider the need for
a periodic National Index of Intelligence Products, and that it be made
a future NFIB agenda item to discuss how it can be implemented.
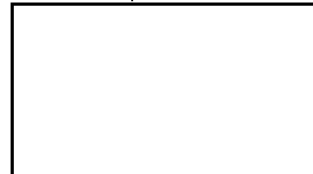
25X1

Attachments:
   Tab A - IC 78-2311 dtd 27 Jan 78
   Tab B - Copies of Responses
   Tab C - Summary of Responses

Distribution:
  Orig. - Addressee
     1 - DDCI
     1 - Executive Registry
     1 - D/DCI/RM
25X1   1 - SA/D/DCI/RM [   ]
     1 - AD/OPEI
     1 - AD/OPP
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     1 - SIGINT Division
     1 - Human Resources Division
     1 - IC Registry
25X1   1 - PAID [   ]
     (1) PAID Chrono

25X1 OPEI/PAID/[   ] June 1978

The Director of Central Intelligence

Washington, D.C. 20505

Intelligence Community Staff

IC 78-2311

2 7 JAN 1978

MEMORANDUM FOR: See Distribution

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FROM:

Director of Performance
Evaluation and Improvement

SUBJECT: National Index of Intelligence Products

1. The Intelligence Community needs to do a better job of letting consumers of its wide range of products know what is available to them, alerting them to recent policy-relevant intelligence products, and facilitating more direct producer-user contact.

2. To meet this need, the Community should compile and disseminate to its users a National Index of Intelligence Products similar to DIA's Monthly Intelligence Production (MIP). The National Index could:

--be disseminated monthly;

--report the previous month's products (finished intelligence, films, briefings, interagency products, and tables of contents of current intelligence weeklies and monthlies) and the scheduled or anticipated production of the following month;

--include the products of NFAC, State/INR, DIA and Service Intelligence elements (including Service S&T intelligence production agencies);

--include TS codeword products, sanitized to permit publication of the National Index at the Secret level;

--identify office points of contact and instructions on how to order products from each agency; and

--have adequate dissemination to serve consumers of all agencies.

3. We would like to have your views on the above, as well as the following questions:

SUBJECT: National Index of Intelligence Products

     --Should the National Index be computer-based or should it be based on camera-ready manuscript submissions from each agency?

     --Could the National Index be a product of an existing intelligence product data base such as COINS/FINTEL or AEGIS?

     --What changes would be necessary to assure that the National Index could be produced from one of these data bases and be complete and timely?

     --Is a geographic and minimal subject breakout, as used in DIA's Monthly Intelligence Production, adequate, or should a much more extensive subject index be provided by exploiting the indexing done for a COINS/FINTEL or AEGIS data base? If minimal subject headings are used, how should the MIP's headings be expanded?

     --Should NSA production be included? Which types of product should be included? How could NSA products be included without restricting dissemination and use by consumers based on classification?

     --Should current intelligence items be included?

     --Should NIE's and other interagency products be reported in a separate section in order to highlight them?

     What additional dissemination would you recommend in order to serve your consumers?

     --Should the National Index also include contractor-prepared studies on intelligence subjects that are sponsored by offices such as OSD (Net Assessment) and the Defense Nuclear Agency?

    4.   It is desirable that the format of the National Index be established, understanding be reached with contributing agencies, and dissemination of the National Index begin as soon as possible. Therefore, please provide your views and comments to [   ] of my staff by 13 February 1978.

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Distribution:

    Original - Addressee
          1 - D/OPEI
          1 - PAID Subject
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DCI/IC/OPEI/PAID: 18 January 1978

13 FEB 1978

MEMORANDUM FOR: Performance Evaluation and Improvement Group,
                Intelligence Community Staff

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ATTENTION   :

FROM   :
                Associate Director for Management
                National Foreign Assessment Center

SUBJECT   : National Index of Intelligence Products

REFERENCE   : Memorandum from Director of Performance Evaluation
                and Improvement (IC 78-2311) dated 27 January 1978,
                Same Subject

1. This memorandum is in response to the referent asking for views
and comments on the proposal to produce a National Index of Intelligence
Products. The proposal is a backward step in information handling, a
reversal of current Community philosophy to share data through computers,
and an unnecessarily expensive and cumbersome way of accomplishing
objectives that can be reached through other means.

2. From 1953 through 1967 the Office of Central Reference in the
DDI (now NFAC) published a monthly index to intelligence publications
that was similar to the one proposed. It did not contain codeword or
sensitive collateral issuances, films, and briefings, and did not contain
a list of forthcoming publications, but it did do a more complete job of
indexing periodical articles than the example cited. We dropped the
project in 1968 because of what we considered then, and still consider,
unreasonably high production costs, lack of strong customer support, an
inability to manipulate the data in the index, and a cheaper and better
way of doing the same task with a computer file.

3. The AEGIS computer file that replaced the published index does
contain codeword material, is more current than the old publication ever
hoped to be, is less expensive to maintain, offers greater flexibility
in search strategies and the ability to manipulate the data, and, through
COINS, is available to most intelligence components. The change from a
publication to a computer operation took place in the early days of
COINS and in the midst of a growing Community realization that large
amounts of publishing could be replaced by accessible computer files.
This is still, I believe, the Community thinking and one of the main
reasons that I am strongly opposed to going back to a published index.

4. I would also like to point out that NFAC does publish in the back of the Current Intelligence Weekly Summary and the Current Intelligence Weekly Review a list of new NFAC issuances. Each list also contains a brief statement on how to obtain the items listed. This is a simple but effective way of distributing such information without creating another publication.

5. The specifications for a published index listed in paragraph number 2 of the memorandum under reference also concern me. I do not favor listing forthcoming publications in any listing that receives general distribution; the number of changes in proposed production schedules are too frequent and cause confusion if published. I also question the need to include briefings since most are directed toward a specific audience and may not be of general interest. I also see no need to go to the trouble of listing with each entry a contact point to obtain copies of the publication; NFAC has a single point in its document library that can handle any requests for publications from or to other agencies. I assume other components have or could establish such a central point.

6. In answer to your specific questions in paragraph number 3:

    (a) The index should be computer based. A computer file offers the least compilation costs, the greatest flexibility in arranging the entries by subject and area, the best ability to keep down the physical size of the publication (by using a computer-driven composer), the simplest way of producing editions at various security levels and the easiest way of producing cumulations.

    (b) The index should be a product of the AEGIS file. (The COINS/FINTL file is not a separate file--it is an extract of AEGIS.) This is the most complete file containing the products of US intelligence producers; it also includes products

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    (c) Ensuring that an index could be produced from the AEGIS file would require:

        (1) software to convert the current file records into records that can be handled by a computerized type composer;

        (2) cooperation from all other intelligence producers in sending all products promptly to the indexing operation;

-2-

(3) a staff of four people to manage the operation,
track down documents not received, proof the
input, standardize entries, make selections
of materials to be included, negotiate
with producers on the handling of sensitive
items, devise publication formats, develop
software requirements, maintain dissemination
lists and arrange printing and distribution;

(4) Community agreement to allow general distribution
of entries for items carrying certain controls
and caveats;

(5) Community cooperation (if only one version
is published) in ensuring that titles of
codeword documents are kept at the SECRET
collateral level.

(d) If the AEGIS file is used as a base for producing
the index, the AEGIS index entries should be used.
If the index is compiled manually, simple entries
should be used to keep down compilation costs.

(e) Some NSA production should be included, namely the
compilations resulting from large NSA data collection
and research efforts. The codeword problem is not
much different from the control and caveat problem;
the solution to both is either to reach community
agreement to treat all titles and index entries as
SECRET and without controls or else publish several
versions of the index. Publishing several versions
is not desirable but is more feasible by computer
than by hand compilation.

(f) The index should include current intelligence items
from weekly and monthly intelligence summaries, but
should not contain items from the daily publications.

(g) NIE's and other interagency products should be
listed in a separate section but not indexed
separately. The index should contain three
sections: an area index, a subject index,
and a numerical list of items arranged by
producer. (Interagency would count as a producer.)

-3-

(h) I have no recommendations on additional distribution. I feel we are already meeting most of our customer needs by making the AEGIS file available on COINS and SAFE, by preparing on a regular basis specialized lists for congressional committees and others and by preparing ad-hoc listings on request.

(i) The index should contain contractor-produced studies on intelligence subjects.

7. In summary, I oppose the proposal. The current OCR AEGIS System meets NFAC's requirements. I question the value of such an announcement type index and I am not sure of the audience for whom it is being compiled. Monthly published indexes are expensive to compile and control; our previous experience with a less comprehensive index in the 1950's and 1960's demonstrated this. If all items regardless of classification and control are included, dissemination must be limited; if you exclude certain items, the value of the index goes down as well as the number of readers. The goal of the Community today should be to minimize paper indexes in favor of machine language data bases that can be manipulated and queried on an ad hoc basis. It is for this reason that OCR furnishes Finished Intelligence extracts from its AEGIS computer base file to COINS. A partially duplicative printed index would be an unnecessary waste of the taxpayer's money. I recommend that you examine carefully the requirement for and the cost of such an undertaking before you proceed with your plans to publish. Finally, a monthly index is completely useless to all but a few potential customers. Cumulative indexes are what most users of reference services require and a printed cumulative index in this computer world is a total anachronism.

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Next 15 Page(s) In Document Exempt

TAB A

The Director of Central Intelligence

Washington, D.C. 20505

Intelligence Community Staff

IC 78-2311

2 7 JAN 1979

MEMORANDUM FOR: See Distribution

STAT   FROM:

Director of Performance
Evaluation and Improvement

SUBJECT: National Index of Intelligence Products

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consumers of its wide range of products know what is available to them,
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Distribution:

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DCI/IC/OPEI/PAID: [ ] 18 January 1978

TAB B

Next 33 Page(s) In Document Exempt

IC 78-2323

3 MAR 1978

MEMORANDUM FOR: Deputy to the DCI for
Resource Management

25X1 FROM:

Director, Office of Performance
Evaluation and Improvement

SUBJECT: DIA's Intelligence User's Guide [ ] **25X1**

25X1 1. [ ] DIA's revised Intelligence User's Guide is an outstanding initiative for improved producer-user interface. I am sending you a copy (attached) for your own use.

25X1 2. [ ] In the near future, we intend to encourage other agencies to put out similar guides and to put out our own guide to the Community. In the meantime, I think we should ask the DCI to give DIA a deserved pat on the back.

25X1

Attachment
DIA's Intelligence
25X1 User's Guide [ ]

25X1

IC 78-2323

Distribution:

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    Original - Addressee, w/att
           1 - D/DCI/RM Chrono
           1 - D/OPEI
          (1) - PAID Subject
           1 - PAID Chrono
           1 - IC Registry
25X1       1 - [          ]
25X1   DCI/RM/OPEI/PAID:[          ] 10 February 1978
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Copy of User's Guide in RM/CT Registry

Next 2 Page(s) In Document Exempt

The Director of Central Intelligence

Washington, D.C. 20505

22 March 1978

MEMORANDUM FOR: Lieutenant General Eugene F. Tighe, Jr., USAF
                  Director, Defense Intelligence Agency

SUBJECT: Intelligence User's Guide [ ]   STAT

     Agencies of the Community must always seek to improve relations

with and improve support to the consumers. In this regard, your recent

revision of the Intelligence User's Guide is an exemplary initiative on

the part of DIA. The first edition of the Guide provided a valuable

service to your consumers, but the revised version is a truly outstanding

effort to improve the intelligence producer-user interface and facilitate

direct contact with your consumers.   STAT

STANSFIELD TURNER

Distribution:

Original - Addressee
      1 - DCI
      1 - ER
      1 - D/DCI/RM Chrono
      1 - D/OPEI
      1 - PAID Subject
      1 - PAID Chrono
      1 - IC Registry
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DCI/RM/OPEI/PAID: 10 February 1978

Next 3 Page(s) In Document Exempt

STAT   MEMORANDUM FOR: [   ]
             Director, Office of Performance
             Evaluation and Improvement

STAT   VIA: [   ]
             AC/PAID

STAT   [   ]
             C/PEB

STAT   FROM: [   ]
             OPEI/PAID

     SUBJECT: Intelligence Publications Index

STAT   1. [   ] Attached is a copy of an index of intelligence products that was put out by CIA's Office of Central Reference (OCR) up until 1967. The index was a monthly and was summated every six months. This is a six-month summation; monthlies have not been kept.

STAT   2. [   ] Some observations on the index's content/format are:

      --The index was discontinued because it was deemed by OCR to cost too much, and the decision was made to rely on requests for printouts from the AEGIS computer data base.

      --The entries are only titles--no abstract--and were indexed geographically and by general subject content.

      --I understand that the index was not widely disseminated to intelligence users, but mainly within the Community. The Controlled Dissem classification would have further restricted its distribution.

      --The index (see pages 395-455) included products of CIA, DIA, State/INR, military intelligence units (e.g., MACV), contractor reports   academic publica-   STAT
tions   No NSA products were included.

      --The index included mostly periodical intelligence products, including current intelligence titles, as well as monographs. No NIE, IIM's etc., were reported.

SUBJECT: Intelligence Publications Index

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3.   ☐   Although it is evident that an agency can serve as executive agent to publish such an index, the 1967 version does not seem to be what we have in mind. After we have determined the format/content of our proposed <u>National Index</u> and whether it should be based on an existing finished intelligence computer data base (e.g., COINS/FINTEL, CIA's AEGIS, or DIA's ASDIA), we will have to examine the costs and benefits closely.

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Attachment
  Intelligence Publications Index
  for July-December 1967

Distribution:

    Original - Addressee
         1 - PAID Subject
         1 - PAID Chrono

STAT   1 - [ ]

STAT   DCI/IC/OPEI/PAID[   ]3 February 1978